

## **Information clause for senders and recipients of correspondence**

According to the General Data Protection Regulation of 27 April 2016, hereinafter referred to as GDPR, the University of Gdańsk would like to inform you that:

1. Your personal data controller is the University of Gdańsk with its seat in (80-309) Gdańsk at ul. prof. Marii Janion 7, represented by the Rector.
2. The personal data controller has appointed a Data Protection Officer, who may be contacted by phone at +48 58 523 31 30, +48 58 523 24 59 or by e-mail at: [iod@ug.edu.pl](mailto:iod@ug.edu.pl). The Data Protection Officer may be contacted in all matters regarding the processing of personal data and exercising rights connected with the processing.
3. Your personal data will be processed for the purposes connected with management and circulation of correspondence (in particular with replying to incoming correspondence, maintaining contact with recipients as well as keeping a record of arrangements made in the course of correspondence).
4. The legal basis for processing your personal data is Article 6 Section 1 Letter f of the GDPR, with the processing being necessary for the purposes of the legitimate interests pursued by the controller.
5. Personal data may be shared with other entities should such an obligation result from the provisions of generally applicable law. In the case of electronic correspondence, the recipient of your data may be an entity acting on behalf of the controller i.e. an entity which provides mailing services.
6. Your data may be stored until the controller's legitimate interests, which constitute the basis for the processing, have been fulfilled, and in cases required by the provisions of the Act on the national archival resources and archives – for a period specified in these provisions.
7. Providing your personal data is necessary for the appropriate management and circulation of correspondence.
8. Under the terms of the GDPR you have the right to:
  - a) access your data,
  - b) rectify your data, should it be factually incorrect,
  - c) erase or restrict the processing of your data, as well as the right to data portability – in cases prescribed by law,
  - d) object to the processing of data,
  - e) lodge a complaint with a supervisory authority – President of the Personal Data Protection Office, should you consider that the processing of your personal data infringes personal data protection regulations.